



EMBASSY OF THE UNITED STATES

NEW DELHI • INDIA

How to Apply for a Non-Immigrant Visa

Applying for a visa need not be complicated. Below is a step-by-step guide that outlines the process along with further information that offers more detail.

Step 1: Payment of Fee & Service Charge

Nonimmigrant visa applicants must pay an Application Fee and VFS' Service Charge at a designated branch of the HDFC Bank. When you have paid these fees, make sure you obtain a two-page Visa Fee Receipt. Exemption from these fees applies to "Officials traveling on government business" and "Officials of International Organizations traveling for official purposes". You must wait **two business days** after paying the fee before you book an appointment. The Application Fee and VFS Service Charge are **non-refundable**.

Step 2: Book an Appointment & Complete the Application Forms

There are two options for completion of Step 2. A description of each option is below. Please read both texts and decide which option suits you or the person you are assisting.

Option 1: Book online with VFS

Two business days after you receive your Visa Fee Receipt you can book a visa interview appointment online. Log onto <http://www.vfs-usa.co.in> and click on the "Apply for a Non-immigrant Visa" link. Please have your two-page Visa Fee Receipt on hand, as you need it to book your appointment. As part of the online booking process, you are required to print your appointment letter and complete and print forms DS-156, DS-157 and DS-158 (if applicable).

Option 2: Book by VFS' Counter Service

Two business days after you receive your Visa Fee Receipt you can go to the U.S. Visa Application Center in New Delhi, Jalandhar or Chandigarh and book a visa interview appointment. Please bring your two-page Visa Fee Receipt with you, as you need it to book your appointment. VFS staff will help you book your appointment and provide you with an appointment letter. You will be required to complete forms DS-156, DS-157 and DS-158 (if applicable). VFS staff will add a barcode sticker to the front of your completed DS-156 form.

Step 3: Attend your Visa Interview

Prior to the interview, obtain a Demand Draft for the **Visa Issuance Fee** or Blanket L-1 Visa Fee, if applicable. On the day of your interview, report to Gate 6 (Visa Gate) of the U.S. Embassy, New Delhi **15 minutes before** your appointment. Bring with you the mandatory documents, that is, your passport(s), two-page Visa Fee Receipt with barcode stickers, application forms, demand draft (if applicable), appointment letter and one recent photograph. You should also bring your supporting documents.

Step 4: Return of Passport by Courier

When your visa application is successful, the Consular Officer retains your passport. Your passport then has the visa placed inside it and is delivered to VFS for distribution by courier. The courier delivers the passport to the address you gave when you completed your application form. **Allow up to seven business days after your interview for delivery**, though delivery is usually much faster. The cost of the courier is included in the VFS Service Charge so there is nothing additional to pay. If you do not receive your passport after seven business days, please phone VFS or go to the U.S. Visa Application Center nearest your location.

For More Information

U.S. Embassy & Consulates:

New Delhi - <http://newdelhi.usembassy.gov>

Chennai - <http://chennai.usconsulate.gov>

Kolkata - <http://calcutta.usconsulate.gov>

Mumbai - <http://mumbai.usconsulate.gov>

VFS:

VFS Helpline (excluding Punjab): 011-4222-0000

VFS Helpline (Punjab): 0181-504-1444

VFS Email: infodelhi@vfs-usa.co.in

Internet: <http://www.vfs-usa.co.in>

U.S. Visa Application Center – New Delhi
International Trade Tower, S-2 Level,
Nehru Place, New Delhi – 110019

U.S. Visa Application Center – Jalandhar
Ratan Tower, 2nd floor, Namdeo Chowk,
Circuit House Road, Jalandhar – 144001

U.S. Visa Application Center – Chandigarh
SCO-186-187, Sector 8C, Madhya Marg,
Chandigarh – 160009